



TRANS-CONTINENTAL TEXTILE RECYCLING LTD.

Community Initiatives since 1990

Trans-Continental Textile Recycling Ltd / Cleancloth Facility Supervisor (for ACCC)

Position Summary

Reports to the Regional Manager, the right candidate will be responsible for the operation of our warehouse facility and supporting the sales team with the main focus on the warehouse maintenance and the service and driving department

The ideal candidate will be based in our Calgary warehouse and will be required to do regular driving and field-based work.

This position is practical and hands-on.

Duties & Responsibilities

- Responsible for preparing, packaging and shipping the customer orders.
- Responsible for managing and counting inventory
- Load, pack, and fill trailer and ensure it is ready for shipping.
- Become main point of contact for the service and driving department
- Plan and forecast routes and activities; Ensure planned and forecasted routes have no disruptions;
- Individually able to cover all service and driving positions
- Relief driver during emergencies
- Drive 3.5 tonne truck in the Calgary area doing pickups, deliveries, and bin maintenance 1 or 2 times a week
- Responsible for preparing bins (painting, repairs, and decaling) and maintenance (cleaning, touch ups)
- Reachable through phone and able to respond and act to driver emergencies accordingly, 24/7
- Responsible for hiring, training, managing, scheduling, and evaluating the warehouse personnel and drivers.
- Responsible to organise and ensure the maintenance for the trucks is done as per schedule.
- Work with Route Service Specialist and Territory Representative to increase market penetration and drive textile collection in terms of poundage
- Support Regional Sales Manager and Outside Sales Territory Representative in developing and maintaining long term relationships with existing customers and cultivating new prospects and revenue opportunities
- Other responsibilities as per the Regional Manager

Desired Skills and Experience

- Owner mentality, Act and think like an owner
- 2 years of Fleet management experience
- 2 years of commercial or manufacturing facility in a supervisory/management role
- 1 year of commercial truck driving experience
- Valid AB Driver's License and access to a vehicle is required
- Strong inventory control and planning background; able to perform trend analyses related to monthly, quarterly, and annual financial performance, and service level reports
- Vehicle maintenance inspection experience and working knowledge required
- Strong knowledge of the Calgary Area
- Forklift driving experience is an asset
- Basic proficiency in Excel and Word
- Able to work individually, but works well with team as well
- Self-motivated, problem solver with solid leadership skills, and resourceful
- Positive and outgoing attitude with willingness to learn
- Strong customer service experience
- Customer sales background is a plus

For more information about our initiatives: www.transtextile.com

British Columbia Office

Ph : (604) 592-2845 | Fax: (604) 592-2846
13120 78A Avenue, Surrey, B.C. Canada V3W 1P4

Alberta Office

Ph: (403) 278-7870 | Fax: (403) 278-7871
6150 – 44 Street SE, Calgary, AB, T2C 5K5

For more information about our products and services: info@transtextile.com



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What we offer

- This is a Full Time position
- Salary range \$40-50K per year based on experience and skillset
- Medical and Dental Benefits
- 2 weeks paid vacation a year
- Uncapped Quarterly bonus
- Travelling to our Head office in Vancouver BC will occur as needed

We invite all interested candidates to learn more about us at our websites www.albertaccc.ca and www.transtextile.com. To apply please submit your driver's abstract, along with your resume and a cover letter that specifies the following:

- Why you are interested in this position
- Why you are suitable for this position
- Examples of your community involvement
- Examples of your Career Successes

Apply to info@cleancloth.ca.

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